

April 23, 2023

HONEY SOFIA V. COLIS
OIC Director, ODHRM VSU
Baybay City, Leyte

Dear Ma'am,

I am **SHAINA ROSE F. MARINO**, a graduate from the University of Eastern Philippines with a bachelor's degree in Elementary Education. As a highly determined and hardworking person, I am writing this application letter in your good office to apply for the position of *Administrative Officer I* with a salary grade of 10 or Php 23,176.00.

I believe that I am fit for the position I am pursuing and have the qualifications you need. As a devoted worker, I am willing to give my best just to provide a good service and I am certain that I would make a valuable contribution to the organization.

I am looking forward for an interview anytime at your most convenient time.

Thank you and God bless!

Respectfully yours,

SHAINA ROSE F. MARINO
Applicant